

State Administrative Board

Resolution 2008-1

Effective February 5, 2008

Amending Prior Resolution dated October 13, 1999

APPROVAL OF CONSTRUCTION CONTRACTS BIDDING PROCEDURE

The purpose of the amendment to this resolution is to cease advertising for construction contracts in the Michigan Contractor and Builder magazine, because doing all advertisement on the State of Michigan website will reduce advertising costs.

PURPOSE

- To select through open competition the lowest responsive and responsible bidders for building construction projects.

APPLICATION

- All state departments and agencies except those state colleges and universities which have not designated the Design and Construction Division as their agent.

INFORMATION

- Each Project is publicly advertised and competitively bid. An exception is made only for contracts that are necessary because of emergency conditions involving protection against potential injury or damages to persons and property. Each contract is awarded in accordance with existing applicable state statutes (including prevailing wage and fringe benefits, and nondiscrimination), and State Administrative Board resolutions (including liquidated damages and certificate of awardability).
- Objectives are: (1) to obtain competitive bidding on contracts for building construction, expansion, rehabilitation, repair, or demolition; site development and environmental remediation; (2) to assure that all bids received are consistent with requirement of the bidding documents; (3) to award each contract to the lowest responsive and responsible bidder.

INSTRUCTIONS

- The Design and Construction Division participates with the professional services contractor in the review process of bidding documents to assure that the documents provide for all statutory and standard language requirements of a state construction contract.
- When advised by the professional services contractor that a construction project is ready for bidding, the Design and Construction Division establishes a time and date for the bid opening and extends a public invitation for bids through weekly advertisements on the Department of Management and Budget Buy Michigan First web site.
- The Design and Construction Division receives the proposals on each advertised project and conducts a public bid opening at the time and date set, if appropriate.

- The Design and Construction Division prepares a tabulation of all proposals received and reviews each proposal for irregularities or violations of the conditions for bidding.
- The Design and Construction Division reviews the bids and also forwards copies of the proposals received to the professional service contractor or the agency providing the professional services, for their review and recommendations relative to the award of contracts for construction.
- The Design and Construction Division submits the recommendations for contract awards by way of agendas to the State Administrative Board or the Director of the Department of Management and Budget for approval
- Upon approval of the recommendations for contract awards, the Design and Construction Division notifies the successful bidders in writing of the awards and identifies the documents required for execution of contracts. All unsuccessful bidders are notified in writing of the action taken.
- Upon receipt of contract documents, the Design and Construction Division makes final review and obtains signatures to complete execution of the contract documents.
- If the Director of the Department of Management and Budget deems the best interests of the state will be served, the Design and Construction Division may use a pre-qualification process to determine the acceptability of potential bidders, subject to a public advertisement stating such intent.